SRI SRI UNIVERSITY

APPLICATIONS ARE INVITED FOR ACADEMIC COORDINATOR (FCBS) POSITION.

As envisioned by Sri Sri Ravi Shankar Ji, Sri Sri University (SSU) was established in 2009at Cuttack, Odisha is a centre for world-class education in India. The SSU imparts holisticand value-integrated education to students from India and abroad. It has sprawling 188 acres of green and serene campus on the banks of the river Mahanadi.

SSU invites applications for **Academic Coordinator (FCBS) position** as per the details given below:

Nature of appointment: The appointment is Regular in nature with one year probation. The candidate will be regularized based on performance and student's feedback at end of probation.

Qualifications: Graduate (Must), Post Graduate (Preferred) with IT Skills.

Experience: Minimum 3 years and maximum 5 years of experience in student coordination and counselling in university or college of repute preferred.

Desirable Skills Required: Has expertise in student coordination and counselling. Expertise in general office equipment and tools, can work with offline and online software. Has knowledge and hands-on experience in Microsoft (Office, Word, Excel, PowerPoint) and Internet (Web Browsers, Email, Social Media Sites). Ability to identify and solve complex problems, plus has creative and analytical skills. Good Written & Verbal Communication skill.

Job Description: Provide functional support to the functioning of FCBS in terms of student's data, courses, coordination with ER, CoE, Finance, Faculty and update ERP. Shall deal with the everyday tasks and facilitate smooth coordination between students, departments, communities and other personnel directly or indirectly involved with the institute.

Salary and Eligibility Criteria: Salary will be commensurate with qualifications and experience

Interested and qualified candidates are requested to apply in the prescribed application form given below to jobs@srisriuniversity.edu.in on or before **20th February 2024** by **12.00 Noon**. The shortlisted candidates will be required to undergo through a selection process.

Campus: Sri Sri Vihar, Ward No. 3, Godi Sahi, Cuttack-754006
Website: www.srisriuniversity.edu.in